

**VB/I-70 Community Health Program
Partnership Activities**

04/07/2005 – Working Group Subgroup meeting to improve partnership and communication – see attached meeting minutes.

- ◇ Decision made to establish on-going monthly CHP partnership meetings – informally known as the CHP Group. This group and its meetings will facilitate partnership, as well as serve as a pathway for communication to and from the community to the Steering Committee.
- ◇ Decision made to meet Fridays at 11:30 AM at the CHP community office to undertake more involved outreach material development and review activities; meetings held as frequently as weekly, on an as needed basis. Informally known as the Outreach Development Group.

04/08/2005 – Outreach Development Group Meeting – see attached meeting minutes

04/15/2005 – Outreach Development Group Meeting – see attached meeting minutes

04/22/2005 – Outreach Development Group Meeting – see attached meeting minutes

05/06/2005 – Outreach Development Group Meeting – see attached meeting minutes

05/12/2005 – CHP Group Meeting

- ◇ Community leaders will review the existing list of potential biomonitoring clinic sites and add places that might be missing.
- ◇ Martha and Jay agreed to put together an biomonitoring outreach plan based on the ideas discussed.
- ◇ The community offered to help provide transportation for residents needing to get to clinics.
- ◇ DEH provided an overview on the process for a parent to obtain their child's testing results from the Kids at Play study.
- ◇ The need to reduce the volume of written materials left with residents during home visits was discussed. Jay will attend a future CEASE meeting and the group will go through the materials. The Outreach Development Group may not need to meet until this is completed.
- ◇ Martha recapped the most recent Steering Committee meeting (4/27/2005) activities, as well as the committee's response to the two questions submitted by the community.

Canvassing/Outreach/Program Activities

Current canvassing numbers: contacts, home visits, access agreements

Community meetings and events attended

Hiring of additional Promotoras/community health workers

Small grants process

Attachments

Steering Committee Minutes – 04/27/2005

CHP Group meeting minutes – 05/07/2005

Outreach Development Group meeting minutes – 04/08, 04/15, 04/22, 05/06/2005

**VB/I-70 CHP
Steering Committee Meeting Agenda and Notes
04/27/2005**

Agenda

1. Community Health Education and Outreach
 - ◊ Community health workers
 - ◊ Community Health Program Group
 - ◊ Outreach Development Group
 - ◊ KAPHS – parents' contact
2. Medical Management
 - ◊ Subcommittee update
3. Biomonitoring
 - ◊ QA/QC issues
 - ◊ 2005 clinics
 - ◊ Subcommittee update
 - ◊ Community Questions
 - Some parents may be unable to attend biomonitoring clinics in the community. Can we set up a voucher system so that they can be tested for free at a DHHA clinic?
 - What resources are there for lead and arsenic testing for children six and older who do not display pica behavior or another risk factor?
4. Lead Data and Case Management
 - ◊ Subcommittee update
5. Arsenic Data and Case Management
 - ◊ Subcommittee update
6. Medical Provider Education
 - ◊ Subcommittee update
7. Memorandum of Agreement
8. Draft evaluation measures
9. Community update
10. Budget
11. NDHC contract

In Attendance

Gloria Shearer (Cole Neighborhood Association), Mishelle Macias (CDPHE), Jane Mitchell (CDPHE), Wendy Hawthorne (NDHC), Gene Hook (DEH), Martha Hoff (DEH), Beverly Tafoya-Dominquez (DEH), Victor Ketellapper (EPA), Pat Courtney (EPA)

Notes

Community Questions:

1. Some parents may be unable to attend biomonitoring clinics in the community. Can we set up a voucher system so that they can be tested for free at a DHHA clinic? DHHA and DEH CHP staff will work with any VB/I-70 family that is unable to attend scheduled biomonitoring clinics to ensure that their child(ren) is tested. This information will be incorporated into the biomonitoring clinic schedule distributed by CHW's through the CHP.

2. What resources are there for lead and arsenic testing for children six and older who do not display pica behavior or another risk factor? DHHA recommends that parents with concerns regarding children six and older, and without additional risk factors, contact their personal physician for evaluation and testing. DHHA recommends that families without a personal physician utilize the Eastside Clinic for these services.

Community Health Education and Outreach: Martha Hoff reported on canvassing activities and numbers up through 5/22/05 – approximately 699 homes contacted with 244 home visits completed and nine access agreements acquired. Martha also reported on the establishment of the Community Health Program Group, a subgroup of EPA's Working Group that will meet monthly in the community so that more in depth community discussion and planning for CHP activities and issue can occur. When necessary, the group will have mid-month conference calls. Martha also outlined the Outreach Development Group that was also recently established – to meet as frequently as weekly if necessary – to develop outreach educational messages and materials. (The group is currently working on a paper color code system for organizing outreach material by topic, as well as redeveloping the education document on safe window cleaning practices.) Additionally, DEH will bring questions from the community to the Steering Committee. Committee answers and information will be published in the meeting minutes.

Martha outlined changes in management of the building (formerly Curtis Park Community Center) that houses the CHP community office. DHA is now directly managing the building. It is a Hope Six building – now called the King Trimble Building. DHA has agreed to allow the CHP to remain in the building and to utilize it for meetings and biomonitoring clinics.

Beverly Tafoya-Dominguez (DEH) provided information on the community's parents' ability to obtain again blood lead testing results from the Kids at Play Health Study. Dr. Jim Ruttenber (CUHSC) can provide results to parents again, upon request, if a blanket letter of authorization is first received from ATSDR and the request is passed on through DEH or directly mailed. DEH is currently working with ATSDR to obtain authorization and will develop a form and referral process for CHW's to use during canvassing activities.

Biomonitoring: Jane Mitchell reported that CDPHE and NDHC continue to work on securing clinic sites for the 2005 biomonitoring clinics. DEH will provide a list of potential sites to CDPHE compiled through community contacts and CHW input. NDHC will work with Jay Salas (DEH) to schedule the Trimble Building for clinics. Wendy Hawthorne (NDHC) noted that it is important to maintain flexibility in testing sites as some community events may work well for satellite clinics.

The issue of holding clinics after hours or on weekends was explored. Mishelle Macias (CDPHE) will discuss scheduling possibilities with the CDPHE clinic staff. Jane Mitchell added that starting each clinic an hour later so that it could run an hour later into in the evening (7:00 pm) may be helpful.

NDHC will coordinate lead testing at area daycares/preschools, although arsenic screening can not be completed during this testing. A flyer pertaining to the VB/I-70 arsenic issues will be developed and provided to parents asking for the family's participation in arsenic screening.

All contact information will be included in the flyer. The first clinic of this type will be on 5/24/2005.

Lead Data and Case Management: The Lead Data and Case Management Subcommittee is scheduled to meet 5/2/2005. There was discussion on the impact of non-VB/I-70 children's testing data on program statistics. This will be discussed with DHHA.

Arsenic Data and Case Management: Jane Mitchell reported that database development continues.

Memorandum of Agreement: Martha is awaiting final comment on the MOA from the City Attorney's Office. Once comments have been received, Martha will review any final edits with the Steering Committee and then circulate the document for signature.

Evaluation Measures: The Steering Committee agreed that establishing formal evaluation measures will be too extensive a process to conduct during regular committee meetings. It was agreed that a separate meeting be scheduled to initiate this task. Martha will schedule the meeting to include all subcommittee chairs. Anyone else interested in attending this meeting should let Martha know via phone or email.

Community Update: Gloria Shearer indicated that other than her involvement in the CHPG and ODG (see Outreach update above), she had nothing additional to report.

2005/2006 CHP Budget: Martha is finalizing the draft budget for the next program year.

NDHC Contract: Martha is awaiting the draft of the NDHC contract from the City Attorney's Office.

FINAL (4-20-05)
Meeting Notes
Working Group Subgroup Meeting 4/7/05 to Consider
Action Items for Improving Community Representation and Involvement in
Remaining Program Implementation Vasquez Boulevard- I70 Superfund Program

Prepared by: George Weber, WG Facilitator
With contributions from:
Pat Courtney and Jennifer Chergo, Region VIII EPA Community Relations

George Weber began the meeting by asking about the process we wanted the meeting to take. He suggested that we try following the same process for considering the specific 'Suggested Actions Recommendations for Achieving Additional Community Representation and Involvement in VB-I70 Superfund Site Clean-up' ('action items') that he suggested to the Working Group Meeting on March 31, 2005. He reviewed the brief proposal for how to proceed on considering the list of 35 action items again. (The action items were developed during the previous week, during the Working Group meeting, and immediately afterwards, through bilateral conversations he had with community leaders (e.g., primarily Anthony Thomas, Lorraine Granado, Joan Hooker, Beverly Lumumba), EPA Program Manager Victor Ketellapper, CDPHE Program Manager Barbara O'Grady, and the Community Health Program (CHP) Coordinators Martha Huff and Jay Salas.

Jennifer Chergo thought we should first talk about what the mission and goals of the today's sub-group were. She suggested that the sub-group be a permanent subcommittee, focus on community involvement in the Community Health Program, and that it meet regularly.

George, referring to the agenda suggested for the day and the Suggested Action Recommendations, indicated that today's agenda was intended to address the over-arching issue of community involvement in all of the VB-I70 program components holistically and comprehensively – that it was not limited to just the Community Health Program.

Some discussion revolved around this issue and the group agreed that they wanted to be fully involved in the Community Health Program and involved in the decision making process. Furthermore, they agreed to:

- Make the subcommittee permanent;
- Have as its focus as achieving community involvement in the CHP;
- Participate in a conference call once per month; and
- Meet once a month.

Joan Hooker asked that VB-I70 Program meetings (e.g., Working Group, CI-CHP, other) be held in the Clayton community.

Lorraine Granado commented that participants in meetings must act respectful to other participants and strive for consensus in decision-making.

Joan agreed with Lorraine on the need for achieving broad representation of neighborhoods and residents in meetings, and for mutually respectful behavior among meeting participants, and striving for consensus.

The group discussed this issue and seemed to achieve consensus on the need for achieving broader representation of the different neighborhoods and residents, and specifically, rotating Program meeting at different locations in each of the neighborhoods addressed by the VB-I70 Program.

Lorraine reiterated the issues discussed during the 3-31-05 Working Group meeting section addressing community involvement that preceded consideration of the specific action items, the purpose of the current meeting.

Lorraine then brought up problems with using youth groups to accomplish outreach activities.

The group discussed this issue and seemed to achieve consensus that the CHP could use neighborhood youth groups but that they needed appropriate training and adult supervision (e.g., 1 adult staff supervising 10 youth).

Anthony Thomas asked that whatever youth groups do – that “it goes through this group”, i.e., the newly formed CHP- Community Involvement Subcommittee.

The group seemed to agree on this suggestion also.

Martha Huff noting she was doing a ‘180 degree turn’ raised the issue of involving community members in review of CHP materials.

Beverly Tafoya-Dominguez asked who would be in this group or subcommittee. Community representatives Anthony Thomas, Joan Hooker, and Gloria Schearer were identified.

Jay Salas indicated that he wanted the Community Health Workers (CHW) involved in this review group.

Lorraine and Jennifer brought up the external lead based paint abatement issue.

Jennifer suggested that time be allocated in the next Working Group meeting agenda for EPA toxicologists to attend and make a presentation on issues related to the method proposed for determining the eligibility of residences for abatement, including the original sampling design, and potential for hot spots, including in the area adjacent to the structure.

Anthony brought the discussion back to the material review group and time and place for meeting. The discussion revolved around conducting this meeting in conjunction with the weekly Friday afternoon CHW meetings.

Consensus seemed to be achieved that the group would meet for the first time just prior to the CHW meeting at 11:00 a.m. on the next day, Friday, April 8 at the Curtis Park location.

George, noting the time and that the group was now addressing the specifics on the list of action items, suggested that the group work through the list in order to try consider all 35 action items today in the time remaining.

The ensuing discussion did not attack the list from beginning to end in sequence, but jumped around.

In order to try to document the decisions achieved by the group, the attached notes addressing the action items are organized to describe briefly:

- Decisions made on a specific action intended to improve community representation and involvement in remaining VB0-I70 Program implementation (e.g., accepted, rejected, or tabled; actions, who will do it, by when);
- Other proposed action items from the hand-out of action items encompassed under a specific action item; and
- Bullets of comments made by meeting participants in discussing the specific action item.

In summary, it appears that the group achieved agreement on all action items, with the following exceptions:

- Moving Steering Committee meetings to sites within the community is tabled as the EPA and CDPHE Site Managers did not participate in this meeting. However, probably the meetings will continue to be conducted at the Webb Building downtown because the meeting focuses primarily on the logistics of Program implementation, and more so, because it seems unfeasible to obtain the required participation of medical staff away from the current meeting site which is near their offices. Agreement was achieved on several specific actions that could improve community involvement in these meetings, however.
- Several Action Items relating to Lead Based Paint Abatement were 'tabled', and suggested for inclusion in the agenda of the next Working Group meeting scheduled for May 19, 2005.

At the meeting conclusion, the group decided to convene as the newly formed CHP-Community Health Program Subcommittee in a:

- Conference call at 10:00 a.m. – 12:00 p.m., on Thursday, April 21, 2005; and

- Meeting at 10:00 a.m. – 12:00 p.m., on Thursday, May 12, 2005, at the Swansea Recreation Center.

George congratulated the group for working through and making decisions on all 35 specific Action Items for improving community representation and involvement in remaining VB-I70 Program implementation. The group made particular progress during the last hour of the meeting.

Outreach Development Group Meeting Notes

April 8, 2005

11:00

Curtis Park Community Center

Meeting called	VBI-70 Working Group	Type of meeting:	Materials review
Facilitator:	Beverly Tafoya-Dominguez	Note taker:	Beverly Tafoya-Dominguez

Attendees: Berenice Chapparro, Rose Evans, Silvia Gonzales, Joan Hooker, Jay Salas, Gloria Shearer, Beverly Tafoya-Dominguez, Anthony Thomas

Minutes

Agenda items: Introductions, purpose of meetings, activity update, current materials utilized and how they were based on community input.

Discussion: The initial meeting allowed the subcommittee members to meet some of the CHW (Community Health Workers also known as Promotores or Promotoras) and learn about the home visits, the flip chart and home visit packets. The community reviewed the home visit packets and flipchart and Beverly was able to point out the materials based on the CHP planning committee input and how they were modified according to the community members intent. In all but a very few cases where the materials were no longer available, there was a delay in receiving electronic versions for modification or permission for revision had been denied. New materials found after the CHEOP was developed were presented for approval. The Promotoras (CHWs) discussed how they utilize the packets, reviewing the material with the community members. The committee members briefly voiced approval of the current home visit process and materials and went on to discuss long term goals of the subcommittee.

Conclusions:

The materials currently used are based on the input provided by the CHP Planning Committee Members, barring the new material on Mexican candies, and the new remodeling brochure and poster from California's Dept. of Health Services. Suggestions made were to print a variety of materials on colored instead of white paper to enhance readability and make the documents more attractive, in particular to put the Pica document on clay or ochre colored paper. There was a suggestion to eventually color code the materials so that materials associated with lead poisoning prevention are a certain color, those associated with arsenic poisoning prevention are a certain color etc...Anthony suggested that red be utilized for items about lead as lead stands for danger. Gloria mentioned that traditional lettering does not provide enough contrast for easy visibility on red paper. Perhaps white ink in bold font could be used. Eventually the committee desires to make a very user friendly, very attractive set of documents to present to community members in hopes that they will keep it, utilize it and or pass it to new occupants when it is no longer needed.

Action items	Person responsible	Deadline
✓ Print pica documents on colored paper	DEH/CHP staff	ASA-Practical
✓ Determine a color coding scheme and print materials accordingly	Subcommittee members	open
✓ Review current materials and critique new materials to make the most appropriate modifications	Subcommittee members	open
✓ Next meeting April 15, 11:00		

Resources:

Material packets provided by Jay Salas and supplemental materials provided by Beverly Tafoya-Dominguez

Special notes:

April 15, 2005

11:00

Outreach Development Group Meeting Notes

Curtis Park Community Center

Meeting called	VBI-70 Working Group	Type of meeting:	Materials review
Facilitator:	Beverly Tafoya-Dominguez	Note taker:	Beverly Tafoya-Dominguez

Attendees: Jay Salas, Gloria Shearer, Beverly Tafoya-Dominguez

Minutes

Agenda items: Critique new materials to make the most appropriate modifications. Discuss color schemes.

Discussion: With so few participants, the color schemes agenda item was postponed. Supplementary materials were reviewed to establish common ground as to how to make new materials or those being modified more attractive and more legible, especially to semi-literate or illiterate residents (for example the "Important Telephone Numbers Doc" which was based on the All materials should be in English and Spanish.

Conclusions:

If at all possible materials should be printed in color. Pictures should be clear and sharp, with little added detail to confuse the reader. Utilize white space extensively. Make messages short and try to match them with illustrative pictures or diagrams.

Action items	Person responsible	Deadline
✓ Print pica documents on colored paper	DEH/CHP staff	ASA-Practical
✓ Get available colored paper samples, investigate copying/printing with white ink on color paper	Beverly	April 23 rd .
✓ Determine a color coding scheme and print materials accordingly	Subcommittee members	open
✓ Review current materials and critique new materials to make the most appropriate modifications	Subcommittee members	open
✓ Next meeting April 23, 11:00		

Resources:

Material packets provided by Jay Salas and supplemental materials provided by Beverly Tafoya-Dominguez

Special notes: Part of the meeting included meeting the new DHA staff and discussing plans for the building.

Outreach Development Group Meeting Notes

April 22, 2005

11:00

Curtis Park Community Center

Meeting called	VBI-70 Working Group	Type of meeting:	Materials review
Facilitator:	Beverly Tafoya-Dominguez	Note taker:	Beverly Tafoya-Dominguez
Attendees:	Berenice Chaparro, Silvia Gonzales, Teresa Guerrero, Rose Evans, Jay Salas, Gloria Shearer, Beverly Tafoya-Dominguez, Anthony Thomas		

Minutes

Agenda items: Color schemes and paper colors tabled until next meeting. Protect your children, toxic treats, community and school resources.

Discussion: Ideas about material presentation were discussed. Reviewed "Protect Your Children" document, revisions were made on about half the document, both on English and Spanish parts. The remaining revisions and agenda items were tabled for next meeting.

Conclusions:

If at all possible materials should be printed on color paper, since color prints and documents printed with colored ink are too expensive. Try to organize folders by topic.

Action items	Person responsible	Deadline
✓ Beverly will bring draft copy with revisions to next meeting.	Beverly	ASA-Practical
✓ Get available colored paper samples, investigate copying/printing with white ink on color paper	Beverly	April 23 rd .
✓ Determine a color coding scheme and print materials accordingly	Subcommittee members	open
✓ Review current materials and critique new materials to make the most appropriate modifications	Subcommittee members	ongoing
✓ Next meeting April 29th, 11:00		

Resources:

Special notes:

Outreach Development Group Meeting Notes

May 6, 2005

11:00

Curtis Park Community Center

Meeting called	VBI-70 Working Group	Type of meeting:	Materials review
Facilitator:	Beverly Tafoya-Dominguez	Note taker:	Beverly Tafoya-Dominguez

Attendees: Martha Hoff, Jay Salas, Beverly Tafoya-Dominguez , Anthony Thomas

Minutes

Agenda items: Color scheme, folders, Protect Your Children Document

Discussion: Color scheme and folders tabled for next meeting when Ms Shearer is present. Protect Your Children revised draft document reviewed and suggestions were made by all present.

Conclusions:

The materials currently used are based on the input provided by the CHP Planning Committee Members, barring the new material on Mexican candies, and the new remodeling brochure and poster from California's Dept. of Health Services. Suggestions made were to print a variety of materials on colored instead of white paper to enhance readability and make the documents more attractive, in particular to put the Pica document on clay or ochre colored paper. There was a suggestion to eventually color code the materials so that materials associated with lead poisoning prevention are a certain color, those associated with arsenic poisoning prevention are a certain color etc....Anthony suggested that red be utilized for items about lead as lead stands for danger. Gloria mentioned that traditional lettering does not provide enough contrast for easy visibility on red paper. Perhaps white ink in bold font could be used. Eventually the committee desires to make a very user friendly, very attractive set of documents to present to community members in hopes that they will keep it, utilize it and or pass it to new occupants when it is no longer needed.

Action items	Person responsible	Deadline
✓ Make changes to Protect Your Children Doc	DEH/CHP staff	5/13/05
✓ Determine a color coding scheme and print materials accordingly	Subcommittee members	open
✓ Review current materials and critique new materials to make the most appropriate modifications	Subcommittee members	open
✓ Next meeting May 13, 2005 11:00		

Resources:

Draft revision of Protect Your Children document
New colors from Central Services in addition to catalogue.

Special notes: